

MCIS RESPONSE TO DON-USMC-2018-000030

Documentation used to determine reasonable accommodations (RA) approved on 21 February 2014 and 19 May 2016 for Elizabeth C. Bragg.

Documentation requested to include notes, checklists, emails, letters and any other related correspondence between supervisors and the Commanding Officer: Ms. Melanie Anderson, Mr. Ronald Proctor, LtCol Earl Patterson, Col John Walker; as well as, the RA coordinators and appointed RA advisory team for both RA requests.

**From:** Sansone CIV Margaretina  
**To:** Anderson CIV Melanie W  
**Subject:** Your phone message  
**Date:** Friday, December 6, 2013 7:10:11 AM

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Good Morning Ms. Anderson,

Thank you for your phone message yesterday afternoon. I am sorry to have missed your call.

I am working out of our Pentagon office today (until 1300) and can call you this morning - if you have a few minutes.

If it is easier for you to call, the number here at the Pentagon office is (571) 256-8302.

Thank you and I look forward to talking with you.

v/r,  
Tina

Margaretina T. D. Sansone  
EEO Specialist  
Reasonable Accommodation Program Manager  
Equal Employment Opportunity Office  
Human Resources and Organizational Management  
2004 Barnett Ave.  
Marine Corps Base Quantico  
(703) 784-2281  
(703) 784-3600 (fax)

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**From:** Sansone CIV Margaretina  
**To:** Anderson CIV Melanie W  
**Subject:** Reasonable Accommodation Information  
**Date:** Friday, December 6, 2013 9:01:31 AM  
**Attachments:** RA Guide (PARTS 1,2 & 3) - For Web Only (Hyperlinks).doc  
RA Request Form (Fillable).pdf

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Good Morning Ms. Anderson,

As a follow-up our phone conversation, here is the information on Reasonable Accommodation (RA).

Whenever an employee requests an adjustment or change at work related to a medical condition, the employee has entered the Reasonable Accommodation process. That initial request may be verbal or written and the term "Reasonable Accommodation" does not have to be used. As an example, the employee might say to the supervisor, "I'm having trouble getting to work at my scheduled starting time because of medical treatments I'm undergoing." That employee has just asked for reasonable accommodation. Accommodation options can include schedule adjustments, specialized equipment, telework, assistive technology/software or even reassignment, depending upon the individual situation. Once the employee initiates the request (verbal or written), the Reasonable Accommodation process has begun.

I have attached our Reasonable Accommodation (RA) Desktop Guide which explains the RA process from A to Z (attachment 1).

I have also attached a copy of a blank RA Request Form, which will need to be printed off, filled out, and signed by the employee requesting RA (attachment 2). The signed form needs to be submitted to the first level supervisor and myself, which starts the RA process.

Next, the Reasonable Accommodation Advisory Team meets to review the request. The team consists of myself, 1st (and sometimes 2nd) level supervisor, a member from HR, and a member from Agency Counsel (and sometimes a medical professional). Additionally, we invite the employee requesting RA to attend a portion of this first meeting to provide input.

As far as the RA process goes, once the requested medical documentation is received, the Reasonable Accommodation Advisory Team will meet again to determine if the employee is a qualified person with a disability and what accommodation might be granted.

I hope this information is helpful. Please feel free contact me with any questions.

This information on Reasonable Accommodation is also available on our website: <http://www.hqmc.marines.mil/hrom/EEO/ReasonableAccommodation.aspx>

Thank you.

v/r,  
Tina

Margaretina T. D. Sansone  
EEO Specialist

Reasonable Accommodation Program Manager  
Equal Employment Opportunity Office  
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**From:** Ost LtCol Derek S  
**To:** Anderson CIV Melanie W  
**Cc:** Proctor CIV Ronald J  
**Subject:** RE: Reasonable Accommodation Information  
**Date:** Monday, December 9, 2013 9:06:07 AM

---

Thanks, Mel. Great info.  
R/s  
XO

-----Original Message-----

From: Anderson CIV Melanie W  
Sent: Monday, December 09, 2013 9:00 AM  
To: Ost LtCol Derek S  
Cc: Proctor CIV Ronald J  
Subject: FW: Reasonable Accommodation Information

Good Morning,

Below email is from Ms. Sansone (Reasonable Accommodations Manager), and it provides a very good synopsis of the program/process.

I think it would be a very good program for us to utilize that would protect our employees, as well as the command when dealing with issues that employees are experiencing related to medical or other disabling conditions that may affect their work performance .

I will be discussing the program with Liz upon her return to work, because the program has to be initiated by the employee.

Thanks,

Mel

-----Original Message-----

From: Sansone CIV Margaretina  
Sent: Friday, December 06, 2013 9:01 AM  
To: Anderson CIV Melanie W  
Subject: Reasonable Accommodation Information

Good Morning Ms. Anderson,

As a follow-up our phone conversation, here is the information on Reasonable Accommodation (RA).

Whenever an employee requests an adjustment or change at work related to a medical condition, the employee has entered the Reasonable Accommodation process. That initial request may be verbal or written and the term "Reasonable Accommodation" does not have to be used. As an example, the employee might say to the supervisor, "I'm having trouble getting to work at my scheduled starting time because of medical treatments I'm undergoing." That employee has just asked for reasonable accommodation. Accommodation options can include schedule adjustments, specialized equipment, telework, assistive technology/software or even reassignment, depending upon the individual situation. Once the employee initiates the request (verbal or written), the Reasonable Accommodation process has begun.

-----Original Message-----

From: Sansone CIV Margaretina

Sent: Friday, December 06, 2013 9:01 AM

To: Anderson CIV Melanie W

Subject: Reasonable Accommodation Information

Good Morning Ms. Anderson,

As a follow-up our phone conversation, here is the information on Reasonable Accommodation (RA).

Whenever an employee requests an adjustment or change at work related to a medical condition, the employee has entered the Reasonable Accommodation process. That initial request may be verbal or written and the term "Reasonable Accommodation" does not have to be used. As an example, the employee might say to the supervisor, "I'm having trouble getting to work at my scheduled starting time because of medical treatments I'm undergoing." That employee has just asked for reasonable accommodation. Accommodation options can include schedule adjustments, specialized equipment, telework, assistive technology/software or even reassignment, depending upon the individual situation. Once the employee initiates the request (verbal or written), the Reasonable Accommodation process has begun.

I have attached our Reasonable Accommodation (RA) Desktop Guide which explains the RA process from A to Z (attachment 1).

I have also attached a copy of a blank RA Request Form, which will need to be printed off, filled out, and signed by the employee requesting RA (attachment 2). The signed form needs to be submitted to the first level supervisor and myself, which starts the RA process.

Next, the Reasonable Accommodation Advisory Team meets to review the request. The team consists of myself, 1st (and sometimes 2nd) level supervisor, a member from HR, and a member from Agency Counsel (and sometimes a medical professional). Additionally, we invite the employee requesting RA to attend a portion of this first meeting to provide input.

As far as the RA process goes, once the requested medical documentation is received, the Reasonable Accommodation Advisory Team will meet again to determine if the employee is a qualified person with a disability and what accommodation might be granted.

I hope this information is helpful. Please feel free contact me with any questions.

This information on Reasonable Accommodation is also available on our website: <http://www.hqmc.marines.mil/hrom/EEO/ReasonableAccommodation.aspx>

Thank you.

v/r,  
Tina

Margaretina T. D. Sansone  
EEO Specialist  
Reasonable Accommodation Program Manager

Equal Employment Opportunity Office  
Human Resources and Organizational Management  
2004 Barnett Ave.  
Marine Corps Base Quantico  
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**From:** Sansone CIV Margaretina  
**To:** Anderson CIV Melanie W  
**Cc:** Ost LtCol Derek S  
**Subject:** RE: REASONABLE ACCOMODATIONS REQUEST  
**Date:** Thursday, January 9, 2014 12:57:06 PM

---

Good Afternoon Ms. Anderson,

Thank you for sending Ms. Bragg's RA request form. As the next steps in the process, I will send out a meeting invitation for the initial RA Advisory Team meeting, and I will send you the drafts of the documentation for the RA package.

Please let me know if you have any questions.

Thank you.

v/r,  
Tina Sansone

Margaretina T. D. Sansone  
EEO Specialist  
Reasonable Accommodation Program Manager  
Equal Employment Opportunity Office  
Human Resources and Organizational Management  
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-----Original Message-----

From: Anderson CIV Melanie W [<mailto:melanie.w.anderson@usmc.mil>]  
Sent: Tuesday, January 07, 2014 9:10 AM  
To: Sansone CIV Margaretina  
Cc: Ost LtCol Derek S  
Subject: REASONABLE ACCOMODATIONS REQUEST

Good Morning Ms. Sansone,

I have attached the request form that Ms. Bragg has completed. I also provided her all the information concerning the program that you had provided me, and she felt like the program would definitely be a benefit to her.



I have cc'd our command XO so that our command can be informed and abreast of this process.

Please let me know if you have questions or concerns at this time concerning the request, and I look forward to speaking with you soon.

Thanks,

Melanie Anderson  
MCIS, Resource Officer  
(757) 492-0230 or DSN 492-0230  
melanie.w.anderson@usmc.mil

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**From:** Sansone CIV Margaretina  
**To:** Anderson CIV Melanie W  
**Subject:** RE: BRAGG- RA Package  
**Date:** Thursday, January 16, 2014 11:27:12 AM

---

Thanks so much!

-----Original Message-----

From: Anderson CIV Melanie W [mailto:[melanie.w.anderson@usmc.mil](mailto:melanie.w.anderson@usmc.mil)]  
Sent: Thursday, January 16, 2014 11:16 AM  
To: Sansone CIV Margaretina  
Subject: RE: BRAGG- RA Package

Sorry,

PD attached.

Melanie

-----Original Message-----

From: Sansone CIV Margaretina  
Sent: Thursday, January 16, 2014 11:14 AM  
To: Anderson CIV Melanie W  
Subject: RE: BRAGG- RA Package

Hi Ms. Anderson,

Thanks so much for sending the draft letter and signed essential functions form.

By any chance, would you be able to send a copy of Ms. Bragg's PD, also?

Thanks.

v/r,  
Tina

-----Original Message-----

From: Anderson CIV Melanie W [mailto:[melanie.w.anderson@usmc.mil](mailto:melanie.w.anderson@usmc.mil)]  
Sent: Thursday, January 16, 2014 10:20 AM  
To: Sansone CIV Margaretina  
Subject: RE: BRAGG- RA Package

Tina,

Attached are the corrected essential functions form, and request for medical documentation form letter.

Thanks,  
r/s

Melanie

Melanie Anderson  
MCIS, Resource Officer  
(757) 492-0230 or DSN 492-0230  
[melanie.w.anderson@usmc.mil](mailto:melanie.w.anderson@usmc.mil)

2004 Barnett Ave., Rm 123  
Marine Corps Base Quantico  
Quantico, VA 22134  
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-----Original Message-----

From: Anderson CIV Melanie W [<mailto:melanie.w.anderson@usmc.mil>]  
Sent: Wednesday, January 15, 2014 1:53 PM  
To: Sansone CIV Margaretina  
Subject: BRAGG- RA Package

Hello Ms Sansone,

Could you please look at this to determine if I completed it correctly?

Thank you again for all your assistance.  
r/s

Melanie

Melanie Anderson  
MCIS, Resource Officer  
(757) 492-0230 or DSN 492-0230  
[melanie.w.anderson@usmc.mil](mailto:melanie.w.anderson@usmc.mil)

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-----Original Message-----

From: Sansone CIV Margaretina  
Sent: Thursday, January 16, 2014 9:52 AM  
To: Anderson CIV Melanie W  
Subject: RE: BRAGG- RA Package

Hi Ms. Anderson,

One note on the essential functions form: This form is to list the functions of the job (regardless of the incumbent). Other than the employee's name in the top block, employee specific information is not included in the body of the form.

Thanks.

v/r,  
Tina

-----Original Message-----

From: Sansone CIV Margaretina  
Sent: Thursday, January 16, 2014 9:45 AM  
To: 'Anderson CIV Melanie W'  
Subject: RE: BRAGG- RA Package

Hi Ms. Anderson,

Thanks for completing the essential functions form. If this list contains all of the most important duties of Ms. Bragg's position, as stated in the essential functions guidance, then it is completed correctly.

Part of the meeting today includes discussing the essential functions of the position - so that conversation may be helpful, as well.

I will be sending out a meeting confirmation shortly.

Thank you.

v/r,  
Tina

Margaretina T. D. Sansone  
EEO Specialist  
Reasonable Accommodation Program Manager  
Equal Employment Opportunity Office  
Human Resources and Organizational Management

**From:** Sansone CIV Margaretina  
**To:** Anderson CIV Melanie W  
**Subject:** RE: BRAGG- RA Package  
**Date:** Thursday, January 16, 2014 11:14:29 AM

---

Hi Ms. Anderson,

Thanks so much for sending the draft letter and signed essential functions form.

By any chance, would you be able to send a copy of Ms. Bragg's PD, also?

Thanks.

v/r,  
Tina

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Tina,

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Thanks,  
r/s

Melanie

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MCIS, Resource Officer  
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[melanie.w.anderson@usmc.mil](mailto:melanie.w.anderson@usmc.mil)

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Thanks.

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I will be sending out a meeting confirmation shortly.

Thank you.

v/r,  
Tina

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-----Original Message-----

From: Anderson CIV Melanie W [<mailto:melanie.w.anderson@usmc.mil>]

Sent: Wednesday, January 15, 2014 1:53 PM

To: Sansone CIV Margaretina

Subject: BRAGG- RA Package

Hello Ms Sansone,

Could you please look at this to determine if I completed it correctly?

Thank you again for all your assistance.

r/s

Melanie

Melanie Anderson

MCIS, Resource Officer

(757) 492-0230 or DSN 492-0230

[melanie.w.anderson@usmc.mil](mailto:melanie.w.anderson@usmc.mil)

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**From:** Ost LtCol Derek S  
**To:** Bragg CIV Elizabeth C; Anderson CIV Melanie W  
**Subject:** RE: Telecommute Tues.  
**Date:** Tuesday, April 8, 2014 7:41:31 AM

---

Liz,

No issues, but we need to get you better! I've asked Mel that we take another look at the reasonable accommodations to possibly come up with a plan B. You've run out of sick/annual leave, which should be used for your Dr appointments/family matters/vacation, and you're not getting better. We'll discuss more when you return tomorrow. I hope you're feeling better and please let us know if you need anything.

R/s

XO

-----Original Message-----

From: Bragg CIV Elizabeth C  
Sent: Tuesday, April 08, 2014 2:26 AM  
To: Anderson CIV Melanie W; Ost LtCol Derek S  
Subject: Telecommute Tues.

Mel/Sir,

I had to back to the ER for the same issues I had Fri.

I just got released and plan to telecommute tomorrow, unless there are any issues.

Elizabeth (Liz) Bragg  
MCIS Legal Asst  
MCIS Victim and Witness Assistance Coordinator (VWAC)  
757-492-0391  
BB: 757-831-3099  
elizabeth.bragg@usmc.mil



**From:** Proctor CIV Ronald J  
**To:** Sansone CIV Margaretina  
**Cc:** Anderson CIV Melanie W  
**Subject:** FW: Reasonable Accommodation  
**Date:** Thursday, June 4, 2015 7:32:35 AM

---

Ms. Sansone, I am Ron Proctor current supervisor for Elizabeth Bragg at Marine Corps Intel Schools in Virginia Beach.

Elizabeth's health situation has changed and she is requesting an adjustment to the current RA (established by Ms. Melanie Anderson during Feb 2014).

I plan to meet with Elizabeth next week (9 Jun) and discuss the changes for a potential adjustment.

After I meet with Elizabeth, I would like to call you to discuss setting up a RA review.

Is there a preferred day and time next week after 9 Jun you are available?

Thanks,

Vr  
Ron Proctor

Vr/  
Ronald J. Proctor  
Deputy Commander, Marine Corps Intelligence Schools  
DSN 492.0357  
Comm 757.492.0357  
SIPR EMAIL: (b) (6)

"There are only two kinds of people that understand Marines: Marines and those who have met them in battle. Everyone else has a second-hand opinion." Unknown

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-----Original Message-----

From: Anderson CIV Melanie W  
Sent: Tuesday, June 02, 2015 9:09 AM  
To: Proctor CIV Ronald J  
Subject: FW: Reasonable Accommodation Information

Ron,

Here is some background information concerning the Reasonable Accommodation Program.

Thanks,

Mel

I have attached our Reasonable Accommodation (RA) Desktop Guide which explains the RA process from A to Z (attachment 1).

I have also attached a copy of a blank RA Request Form, which will need to be printed off, filled out, and signed by the employee requesting RA (attachment 2). The signed form needs to be submitted to the first level supervisor and myself, which starts the RA process.

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I hope this information is helpful. Please feel free contact me with any questions.

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Thank you.

v/r,  
Tina

Margaretina T. D. Sansone  
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1000  
21 Feb 14

MEMORANDUM

From: Melanie W. Anderson  
To: Elizabeth C. Bragg

Subj: REASONABLE ACCOMMODATION APPROVAL

Ref: (a) Rehabilitation Act of 1973  
(b) Americans with Disabilities Act Amendments Act (ADAAA) of 2008  
(c) DON CHRM Subchapter 160  
(d) Ltr from Eric Sawyers, MD, dtd 31 Jan 2014  
(e) Ltr from John Seok, MD, dtd 10 Feb 2014

1. On 7 January 2014, you submitted a request for reasonable accommodation, in accordance with references (a) through (c).

a. The nature of your medical condition and your limitations, (including whether the condition and/or limitations are permanent or temporary) are stated as:

*"Intracranial Hypertension: Permanent; causes headaches, which can be severe at times. If headaches are severe or require medication, it is difficult or cannot drive.*

*Hypocitraturia: Permanent; lack of production of citrate, which causes frequent kidney stones. Occasionally a kidney stone is painful while passing and makes it difficult to walk, sit, drive, etc. If medication is utilized to relieve pain, I cannot drive."*

b. The impact of your present limitations on the performance of your duties is described as:

*"The impact has made it difficult to be at the office and interact face-to-face w/ other employees/staff/Marines. The medication I take does not stay down well and there are times I am approx 30 min late due to illness from medication."*

c. The accommodation you believe would assist you in the performance of your duties is listed as:

*"I believe a flexible schedule that allows for the on occasion option to work from home would greatly assist in the performance of my duties.*

*I believe a flexible arrival time of approx 30 min, to be made up via telework or extending my work hours, would assist in my performance of duties.*

*I am also looking into the leave donation program in the event there are additional procedures required to sustain my health."*

Subj: REASONABLE ACCOMMODATION APPROVAL

2. This is to notify you that, after assessing all of the information you have provided, including documentation from Drs. Eric Sawyers and John Seok, (references (d) and (e)), as well as using the resources available to me, you are being provided with the following:

a. Work Schedule Adjustment: You are permitted to work the hours of 0830-1700, Monday through Friday (which is a deviation from the standard organizational work hours of 0800-1630),

b. Telework - You are authorized to telework up to two days per workweek, as necessary. If your telework day has not been previously scheduled and approved, please contact me no later than 0730 to request telework for that day. Also, please be advised that standard telework policies and procedures are in effect. Telework is not a substitute for sick leave. If you do not feel well enough to work while teleworking, please contact me to request appropriate leave,

c. Credit Hours - You are permitted to work a limited number of extra hours (credit hours) beyond the standard 80 work hours/pay period. This accumulated extra time may be utilized to offset your leave usage, as necessary. If you would like to work a limited number of credit hours as described above, please coordinate this with me,

d. Sick/Annual Leave - You are permitted to continue to utilize your accrued sick and annual leave for your absence from work related to your medical conditions stated in paragraph 1,

e. Voluntary Leave Transfer Program (VLTP) - The Voluntary Leave Transfer Program (VLTP) is a program whereby employees who have exhausted their own paid leave due to a medical emergency may register to receive donations of annual leave from fellow Federal employees. For information on the VLTP, please contact Mr. Chris Grondalski at [chris.grondalski@usmc.mil](mailto:chris.grondalski@usmc.mil), (571) 256-9535, and

f. Family Medical Leave Act (FMLA) - If you require additional leave after your accrued sick and annual leave have been exhausted, you may request Leave Without Pay (LWOP) under the Family Medical Leave Act. Under the FMLA, employees may utilize up to 12 weeks of leave, in a 12 month period, for specified medical conditions for themselves or covered family members. For information on the FMLA, please contact Ms. Nikkia Flanigan at [nikkia.flanigan@usmc.mil](mailto:nikkia.flanigan@usmc.mil), (571) 256-9538.

3. These accommodations will be reviewed in 30 days (on/about 21 March 2014).

4. Please contact me if you have any questions or concerns.

  
MELANIE W. ANDERSON

# REASONABLE ACCOMMODATION REQUEST FORM

CHAPTER 1 Confirmation of Reasonable Accommodation Request Form			
Name Elizabeth Bragg			Date 28 Dec 15
		Section 1.05	
		Section 1.04	
Section 1.03 Work Phone 757-492-0391		Check One: Employee <input checked="" type="checkbox"/> Applicant <input type="checkbox"/>	
Section 1.02 Supervisor's Name Ronald Proctor		Section 1.01 Supervisor's Phone 757-492-0357	
<p><b><u>Describe the nature of your medical condition and your limitations (including whether the condition and/or limitations are permanent or temporary):</u></b></p> <p>-Intracranial Hypertension: Permanent; causes headaches, which can be severe at times. If headaches are severe or require medication, it is difficult or cannot drive.</p> <p>-Hypocitraturia: Permanent; lack of production of citrate, which causes frequent kidney stones. Occasionally a kidney stone is painful while passing and makes it difficult to walk, sit, drive, etc. If medication is utilized to relieve pain, I cannot drive.</p> <p>-Fibromyalgia: Permanent; causes stiffness and body aches all over the body, as well as, being excessively tired. If medication is utilized to relieve pain, I cannot drive.</p>			
<p><b><u>Describe any impact of your present limitations on the performance of your duties:</u></b></p> <p>The impact has made it difficult to be at the office and interact face-to-face w/ other employees/staff/Marines. The medication I take does not stay down well and there are times I am approx 30 min late due to illness from medication.</p>			

**Describe any accommodation you believe would assist you in the performance of your duties:**

I believe a flexible schedule that allows for the on occasion option to work from home would greatly assist in the performance of my duties.

I believe a flexible arrival time of approx 30 min, to be made up via telework or extending my work hours, would assist in my performance of duties.

I am also looking into the leave donation program in the event there are additional procedures required to sustain my health.

Privacy Act Statement: The collection of this information is authorized by 29 USC 791 et seq. This information will be used to process a request for reasonable accommodation. As a routine use, the information may be disclosed to: appropriate agency officials processing or otherwise responding to the request for reasonable accommodation and/or decisions related to such request; an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the DON is a party or has an interest; to a government agency in order to obtain information relevant to DON decision(s) concerning reasonable accommodation; to a congressional office in order to obtain information relevant to DON decision(s) concerning reasonable accommodation; to an expert, consultant or other person under contract with the DON to fulfill an agency function; to an investigator, administrative judge or complaints examiner appointed for the investigation of a formal EEO complaint under 29 CFR 1614; to the Merit Systems Protection Board or Office of Special Counsel for proceedings or investigations involving personnel practices and other matters within their jurisdiction; to a labor organization as required by the Federal Labor Management Relations Act; to the Office of Personnel Management in making determinations related to disability retirement and benefit entitlement; to officials of the Office of Workers' Compensation Programs; to the Department of Veterans Affairs; to an employee's private treating physician and to medical personnel retained by the DON to provide medical services in connection with an employee's health or physical condition related to employment; and to the Occupational Safety and Health officials when needed to perform their duties. Completion of this form is voluntary. If this information is not provided, processing the request for reasonable accommodation may not be possible.

I certify that the statements and information contained in this document and any attachments are true and complete to the best of my knowledge. I hereby give permission to release any information contained in this request to authorized officials with a need to know.

\_\_\_\_\_  
Requestor's Signature

28 Dec 15

\_\_\_\_\_  
Date

\_\_\_\_\_  
The signature below acknowledges receipt of this request for accommodation and attachments if any.

1000  
19 May 2016

MEMORANDUM

From: Ronald J. Proctor  
To: Elizabeth C. Bragg

Subj: REASONABLE ACCOMMODATION APPROVAL

Ref: (a) Rehabilitation act of 1973  
(b) Americans with Disabilities Act Amendments Act (ADAAA)  
of 2008  
(c) DON CHRM Subchapter 160  
(d) Reasonable Accommodation Request of 28 Dec 2015  
(e) Ltr from Eric Sawyers, MD, of 31 Jan 2014  
(f) Ltr from John Seok, MD, of 10 Feb 2014  
(g) Ltr from Chris Boyer, MA, of 1 June 2015

1. On 28 Dec 2015, you submitted a request for reasonable accommodation IAW references (a) through (c). Reference (d) was your previous reasonable accommodation approval that allowed you to accomplish your duties through May 2016. In addition to the medical conditions listed in references (e) and (f), reference (g) identified an additional medical condition that limits performance of your duties.

a. The nature of your medical conditions and your limitations, (including whether the condition and/or limitations are permanent or temporary) are stated as:

"-Intracranial Hypertension: Permanent; causes headaches, which can be severe at times. If headaches are severe or require medication, it is difficult or cannot drive.

-Hypocitraturia: Permanent; lack of production of citrate, which causes frequent kidney stones. Occasionally a kidney stone is painful while passing and makes it difficult to walk, sit, drive, etc. If medication is utilized to relieve pain, I cannot drive.

-Fibromyalgia: Permanent; causes stiffness and body aches all over the body, as well as, being excessively tired. If medication is utilized to relieve pain, I cannot drive."

b. The impact of your present limitations on the performance of your duties is described as:

"The impact has made it difficult to be at the office and interact face-to-face w/ other employees/staff/Marines. The medication I take does not stay down well and there are times I am approx 30 min late due to illness from medication."

c. the accommodation you believe would assist you in the performance of your duties is listed as:

"I believe a flexible schedule that allows for the on occasion option to work from home would greatly assist in the performance of my duties.

I believe a flexible arrival time of approx 30 min, to be made up via telework or extending my work hours, would assist in my performance of duties.

I am also looking into the leave donation program in the event there are additional procedures required to sustain my health."

2. This is to notify you that based on references (d)-(g), assessing all of the information you provided your being provided with the following:

a. Work Schedule Adjustment. IAW reference (d), you are permitted to continue to work hours of 0830-1700, Monday through Friday which is within the MCIS core business hours per MCIS Policy Letter 07-10. If you require a flexible arrival time, contact me prior to your start time, but NLT 0815 (phone call or email is acceptable).

b. Telework. You are authorized to telework up to two days per workweek as necessary. If your telework day has not been previously scheduled and approved, contact me NLT 0730 to request (phone call or email is acceptable) telework for that day. Be advised that standard telework policies and procedures are in effect. Telework is not a substitute for sick leave. If you do not feel well enough to work while teleworking, contact me to request appropriate leave.

c. Sick/Annual Leave. You are encouraged to continue to utilize your accrued sick and annual leave for your absence from work related to your medical conditions stated in paragraph 1.

d. Voluntary Leave Transfer Program (VLTP). The Voluntary Leave Transfer Program (VLTP) is a program whereby employees who have exhausted their won paid leave due to a medical emergency may register to receive donations of annual leave from fellow Federal employees. For information on the VLTP, contact Ernesto Tamayo, [ernesto.tamayo@usmc.mil](mailto:ernesto.tamayo@usmc.mil), 571-256-9535 or [smb\\_hqmc\\_vltp@usmc.mil](mailto:smb_hqmc_vltp@usmc.mil).

f. Family Medical Leave Act (FMLA). If you require additional leave after your accrued sick and annual leave have been exhausted, you may request Leave Without Pay (LWOP) under the Family Medical Leave Act. Under FMLA, employees may utilize up to 12 weeks of leave in a 12 month period, for specified medical conditions for themselves. For information on FMLA, contact Nikkia Flanigan, [nikkia.flanigan@usmc.mil](mailto:nikkia.flanigan@usmc.mil), 571-256-9538 or [smb\\_hqmc\\_vltp@usmc.mil](mailto:smb_hqmc_vltp@usmc.mil).

3. These accommodations will be reviewed in one year (on/about 15 May 2017) unless your medical conditions change. If you need to request a change to these accommodations, please do so via the Reasonable Accommodation Request form.

  
Ronald J. Proctor



MCIS RESPONSE TO DON-USMC-2018-000267

All emails, documentation, and notes between, to, or from: Ms. Nina Frye, Mrs. Christine Melendez, Mr. Gary Gustafson, Mr. Ronald Proctor, LtCol Earl Patterson, and Col Randolph Pugh relating to the meeting scheduled for 0830 on 29 August 2017 with myself, Elizabeth Bragg, Col Randolph Pugh, Ms. Nina Frye, and Mr. Gary Gustafson.

All emails, notes, documentation/investigation regarding an investigation into lost classified document at Marine Corps Intelligence Schools during the week of 24 August 2017.

All emails, notes, and documentation between to, or from: Ms. Nina Frye, Mrs. Christine Melendez, Mr. Gary Gustafson, Mr. Ronald Proctor, LtCol Earl Patterson, and Col Randolph Pugh regarding Elizabeth Bragg on 24-30 August 2017 to include discussion of resignation, NCIS, and classified documentation.

MCIS RESPONSE TO DON-USMC-2018-000267

Info of meeting scheduled for 0830 on 29 August 2017

Info of discussion of resignation

**From:** Gustafson CIV Gary G  
**To:** Bragg CIV Elizabeth C  
**Subject:** RE: MEETING AT 0830 ON 29 AUG 17  
**Date:** Thursday, August 24, 2017 9:54:02 AM  
**Attachments:** Designate rep.docx

---

Liz - The topics being discussed will include the proper use of the chain of Command, performance and conduct expectations. This meeting is not optional and your attendance is required. Attached is the designated representative form. If you feel your attorney should be present, you will need to have this filled out and submitted back to me by COB tomorrow.

Gary

-----Original Message-----

From: Bragg CIV Elizabeth C  
Sent: Thursday, August 24, 2017 9:20 AM  
To: Gustafson CIV Gary G  
Subject: RE: MEETING AT 0830 ON 29 AUG 17

Gary,

I will need the specific topics which will be addressed in a reasonable time to run them via my attorney in order to respond if I will be able to attend.

Respectfully,

Elizabeth (Liz) Bragg  
MCIS Paralegal Specialist  
757-492-0391  
Elizabeth.Bragg@usmc.mil

"Integrity is choosing courage over comfort; choosing what is right over what is fun, fast, or easy; and choosing to practice our values rather than simply professing them."

— Brené Brown, Rising Strong

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-----Original Message-----

From: Bragg CIV Elizabeth C  
Sent: Thursday, August 24, 2017 9:05 AM  
To: Gustafson CIV Gary G  
Subject: RE: MEETING AT 0830 ON 29 AUG 17

Gary,

I need the subject/topic in order to prepare and name of the individual form HQMC.

Respectfully,

Elizabeth (Liz) Bragg

MCIS Paralegal Specialist  
757-492-0391  
Elizabeth.Bragg@usmc.mil

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-----Original Message-----

From: Gustafson CIV Gary G  
Sent: Thursday, August 24, 2017 9:02 AM  
To: Bragg CIV Elizabeth C  
Subject: MEETING AT 0830 ON 29 AUG 17

Liz - you, I, Col Pugh and a HR Representative from HQMC will have a meeting in the CO's office at approximately 0830 on Thursday, 29 August. Make sure your schedule is clear for that time.

Gary

r/  
G. Gustafson  
Adjutant/Administrative Officer  
Marine Corps Intelligence Schools  
gary.gustafson@usmc.mil  
Comm: 757-492-0411 DSN 492  
Fax: 757-492-0021

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**From:** Frye CIV Nina M  
**To:** Gustafson CIV Gary G  
**Cc:** Proctor CIV Ronald J  
**Subject:** RE: MEETING AT 0830 ON 29 AUG 17  
**Date:** Thursday, August 24, 2017 9:47:51 AM  
**Attachments:** Designate rep.docx

---

Good afternoon,

(b) (5)

V/R,

-----Original Message-----

From: Gustafson CIV Gary G  
Sent: Thursday, August 24, 2017 9:39 AM  
To: Frye CIV Nina M  
Cc: Proctor CIV Ronald J  
Subject: FW: MEETING AT 0830 ON 29 AUG 17

(b) (5)

r/  
Gary

-----Original Message-----

From: Bragg CIV Elizabeth C  
Sent: Thursday, August 24, 2017 9:20 AM  
To: Gustafson CIV Gary G  
Subject: RE: MEETING AT 0830 ON 29 AUG 17

Gary,

I will need the specific topics which will be addressed in a reasonable time to run them via my attorney in order to respond if I will be able to attend.

Respectfully,

Elizabeth (Liz) Bragg  
MCIS Paralegal Specialist  
757-492-0391  
Elizabeth.Bragg@usmc.mil

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-----Original Message-----

From: Bragg CIV Elizabeth C  
Sent: Thursday, August 24, 2017 9:05 AM  
To: Gustafson CIV Gary G  
Subject: RE: MEETING AT 0830 ON 29 AUG 17

Gary,

I need the subject/topic in order to prepare and name of the individual form HQMC.

Respectfully,

Elizabeth (Liz) Bragg  
MCIS Paralegal Specialist  
757-492-0391  
Elizabeth.Bragg@usmc.mil

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-----Original Message-----

From: Gustafson CIV Gary G  
Sent: Thursday, August 24, 2017 9:02 AM  
To: Bragg CIV Elizabeth C  
Subject: MEETING AT 0830 ON 29 AUG 17

Liz - you, I, Col Pugh and a HR Representative from HQMC will have a meeting in the CO's office at approximately 0830 on Thursday, 29 August. Make sure your schedule is clear for that time.

Gary

r/

G. Gustafson  
Adjutant/Administrative Officer  
Marine Corps Intelligence Schools  
gary.gustafson@usmc.mil  
Comm: 757-492-0411 DSN 492  
Fax: 757-492-0021

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**From:** Gustafson CIV Gary G  
**To:** "Elizabeth Bragg"  
**Cc:** Proctor CIV Ronald J  
**Subject:** RE: [Non-DoD Source] 29 Aug 17 Mtg  
**Date:** Thursday, August 24, 2017 12:33:42 PM

---

Liz - As I wrote to you in my email to your @usmc.mil account. All leave is requested prior to execution. You are to request leave and then have it approved by your supervisor before departing your work space. You will do this from this point forward. Put your leave request in SLADCADA today.

Gary

-----Original Message-----

From: Elizabeth Bragg [<mailto:liz.bragg@yahoo.com>]  
Sent: Thursday, August 24, 2017 12:29 PM  
To: Gustafson CIV Gary G  
Subject: [Non-DoD Source] 29 Aug 17 Mtg

Gary,

I did not take my laptop and I am not planning on coming in tomorrow; please forward any information on the subject meeting to my personal email.

Sent from Yahoo Mail for iPhone <<https://yho.com/footer0>>



**From:** Frye CIV Nina M  
**To:** Ravenel CIV Ana M; Gustafson CIV Gary G; Proctor CIV Ronald J  
**Subject:** RE: [Non-DoD Source] Resignation  
**Date:** Sunday, August 27, 2017 1:53:45 PM

---

Just read this email. Roger on the RPA.

V/R,

-----Original Message-----

From: Ravenel CIV Ana M  
Sent: Friday, August 25, 2017 3:09 PM  
To: Gustafson CIV Gary G; Proctor CIV Ronald J  
Cc: Frye CIV Nina M  
Subject: RE: [Non-DoD Source] Resignation

Gary/Ron,

She does state in the letter that she will obtain assistance from the S-6, so that's good. Hopefully, it will be uneventful.

Nina - We will process the RPA and forward to you on Monday for processing.

V/r,  
Ana

-----Original Message-----

From: Gustafson CIV Gary G  
Sent: Friday, August 25, 2017 2:41 PM  
To: Proctor CIV Ronald J  
Cc: Ravenel CIV Ana M; Frye CIV Nina M  
Subject: FW: [Non-DoD Source] Resignation

FYA, folks.

r/  
Gary

-----Original Message-----

From: Elizabeth Bragg [<mailto:liz.bragg@yahoo.com>]  
Sent: Friday, August 25, 2017 2:18 PM  
To: Gustafson CIV Gary G; Patterson LtCol Earl H  
Subject: [Non-DoD Source] Resignation

Gary,

Please forward the attached to HR and let me know what I will need to complete. I will be in on Monday.

-Liz Bragg

"Democracy does not guarantee equality of conditions - it only guarantees equality of opportunity.

<<http://www.wisdomquotes.com/quote/irving-kristol.html>> "

**From:** Frye CIV Nina M  
**To:** Gustafson CIV Gary G; Proctor CIV Ronald J  
**Cc:** Ravenel CIV Ana M  
**Subject:** RE: [Non-DoD Source] Resignation  
**Date:** Sunday, August 27, 2017 1:52:50 PM

---

Good afternoon all,

I gave her a copy of SF-52 to sign as well. Ms. Ana, please let me know if you want me to process this RPA or if you prefer to.

V/R,

-----Original Message-----

From: Gustafson CIV Gary G  
Sent: Friday, August 25, 2017 2:41 PM  
To: Proctor CIV Ronald J  
Cc: Ravenel CIV Ana M; Frye CIV Nina M  
Subject: FW: [Non-DoD Source] Resignation

FYA, folks.

r/  
Gary

-----Original Message-----

From: Elizabeth Bragg [<mailto:liz.bragg@yahoo.com>]  
Sent: Friday, August 25, 2017 2:18 PM  
To: Gustafson CIV Gary G; Patterson LtCol Earl H  
Subject: [Non-DoD Source] Resignation

Gary,

Please forward the attached to HR and let me know what I will need to complete. I will be in on Monday.

-Liz Bragg

"Democracy does not guarantee equality of conditions - it only guarantees equality of opportunity.

<<http://www.wisdomquotes.com/quote/irving-kristol.htm>> "

- Irving Kristol

**From:** Frye CIV Nina M  
**To:** Schutter CIV James F; Gustafson CIV Gary G  
**Cc:** Proctor CIV Ronald J; Ravenel CIV Ana M; Gibbons CIV Stacy  
**Subject:** RE: Ms. Bragg's Resignation SF52  
**Date:** Monday, August 28, 2017 7:42:46 AM

---

Good morning,

Ms. Bragg already sent the SF-52 attached.

V/R,

-----Original Message-----

From: Schutter CIV James F  
Sent: Monday, August 28, 2017 7:39 AM  
To: Gustafson CIV Gary G  
Cc: Frye CIV Nina M; Proctor CIV Ronald J; Ravenel CIV Ana M; Gibbons CIV Stacy  
Subject: Ms. Bragg's Resignation SF52  
Importance: High

Good morning, Gary-

Attached is the SF52 (RPA# 765431) that will require the following:

1. Cmd's input under "PART D - Remarks by Requesting Office". Given this specific scenario, you may want to follow-up w/Ms. Frye IRT any specific verbiage that may need to be captured within this section....
2. Ms. Bragg's signature on page 2 under "PART E - Employee Resignation/Retirement".

Once signed, please return (encrypted) so I can attach it to the RPA and forward for processing.

Respectfully,

Jim Schutter  
TRNGCMD, G-1  
Civilian Manpower  
Bldg. 2300 Louis Rd  
Quantico, VA 22134  
703.432.2184 (work)  
703.432.2253 (fax)

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ANY MISUSE OR UNAUTHORIZED ACCESS MAY RESULT IN BOTH CIVIL AND CRIMINAL  
PENALTIES

**From:** Gustafson CIV Gary G  
**To:** Peeks CIV Tia A  
**Cc:** Proctor CIV Ronald J  
**Subject:** FW: RE: [Non-DoD Source] Resignation  
**Date:** Wednesday, August 30, 2017 11:09:34 AM

---

Ms. Peeks - the below employee resigned effective at 0940 this past Monday. I can take care of her time card up until then, but I'm seeking guidance for how the remainder of it should look like. Thanks.

Gary

r/  
G. Gustafson  
Adjutant/Administrative Officer  
Marine Corps Intelligence Schools  
gary.gustafson@usmc.mil  
Comm: 757-492-0411 DSN 492  
Fax: 757-492-0021

-----Original Message-----

From: Frye CIV Nina M  
Sent: Wednesday, August 30, 2017 8:39 AM  
To: Elizabeth Bragg <liz.bragg@yahoo.com>  
Subject: RE: RE: [Non-DoD Source] Resignation

Good morning Mrs. Bragg,

You can email your supervisor your hours and they will submit them.

V/R,

-----Original Message-----

From: Elizabeth Bragg [mailto:[liz.bragg@yahoo.com](mailto:liz.bragg@yahoo.com)]  
Sent: Tuesday, August 29, 2017 1:49 PM  
To: Frye CIV Nina M  
Subject: Re: RE: [Non-DoD Source] Resignation

Ms.Frye,

Good afternoon, how will I be submitting my final Tim card?

Sent from Yahoo Mail for iPhone <<https://yho.com/footer0>>

On Monday, August 28, 2017, 6:50 AM, Frye CIV Nina M <nina.frye@usmc.mil> wrote:

Good morning,

I am not sure what final document you need a copy of. You would have the original SF-52. That generates a SF-50, which can take up to 30 days to be produced (it is system generated). It will be mailed to you at the address you listed.

V/R,

-----Original Message-----

From: Elizabeth Bragg [mailto:[liz.bragg@yahoo.com](mailto:liz.bragg@yahoo.com)]  
Sent: Sunday, August 27, 2017 8:13 PM  
To: Frye CIV Nina M  
Subject: Re: RE: [Non-DoD Source] Resignation

Ms. Frye;

I will need a copy of the final document. Thank you.

Sent from Yahoo Mail for iPhone <<https://yho.com/footer0>>

On Sunday, August 27, 2017, 2:15 PM, Elizabeth Bragg <[liz.bragg@yahoo.com](mailto:liz.bragg@yahoo.com)> wrote:

Ms. Frye,

Document is attached.

-Liz Bragg

"Democracy does not guarantee equality of conditions - it only guarantees equality of opportunity.  
<<http://www.wisdomquotes.com/quote/irving-kristol.html>> "

- Irving Kristol

On Sunday, August 27, 2017 01:49:17 PM EDT, Frye CIV Nina M <[nina.frye@usmc.mil](mailto:nina.frye@usmc.mil)> wrote:

Good afternoon Ms. Bragg,

You will need to fill out the SF-52 part B, 1-4 and part E with your signature. The effective date will be up to you.

V/R,

-----Original Message-----

From: Elizabeth Bragg [mailto:[liz.bragg@yahoo.com](mailto:liz.bragg@yahoo.com)]  
Sent: Friday, August 25, 2017 12:30 PM  
To: Frye CIV Nina M; Melendez CIV Christine  
Subject: [Non-DoD Source] Resignation

Ms. Frye,

Can you please email me the information needed to submit resignation to liz.bragg@yahoo.com

Thank you.

Sent from Yahoo Mail for iPhone <

<https://yho.com/footer0>

>

**From:** Elizabeth Bragg  
**To:** Gustafson CIV Gary G; Patterson LtCol Earl H  
**Subject:** [Non-DoD Source] Resignation  
**Date:** Friday, August 25, 2017 2:20:19 PM  
**Attachments:** RESIGNATION.pdf

---

Gary,

Please forward the attached to HR and let me know what I will need to complete. I will be in on Monday.

-Liz Bragg

"Democracy does not guarantee equality of conditions - it only guarantees equality of opportunity.

<<http://www.wisdomquotes.com/quote/irving-kristol.htm>> "

- Irving Kristol

**From:** Elizabeth Bragg  
**To:** Gustafson CIV Gary G; Patterson LtCol Earl H  
**Subject:** Re: [Non-DoD Source] 29 Aug 17 Mtg  
**Date:** Friday, August 25, 2017 7:44:35 AM

---

Gary,

Provided I received no response, I am ensuring you received my text from 0604 this morning:

I am not feeling well today and will definitely not be able to come in today.

Sent from Yahoo Mail for iPhone <<https://yho.com/footer0>>

On Thursday, August 24, 2017, 2:32 PM, Elizabeth Bragg <liz.bragg@yahoo.com> wrote:

Gary,

Please send the follow up information I requested regarding the subject email; specifically if the discussion on chain of command, performance, and conduct will be related to issues we have had in the past week.

Sent from Yahoo Mail for iPhone <<https://yho.com/footer0>>

On Thursday, August 24, 2017, 1:12 PM, Elizabeth Bragg <liz.bragg@yahoo.com> wrote:

Gary,

Is this upheld exactly the same for all MCIS personnel?

This goes against the CO's in-brief. Please have him document I am expected to report with different expectations than others and different than he discussed at his in-brief.

Sent from Yahoo Mail for iPhone <<https://yho.com/footer0>>

On Thursday, August 24, 2017, 12:33 PM, Gustafson CIV Gary G <gary.gustafson@usmc.mil> wrote:

Liz - As I wrote to you in my email to your @usmc.mil account. All leave is requested prior to execution. You are to request leave and then have it approved by your supervisor before departing your work space. You will do this from this point forward. Put your leave request in SLADCADA today.

Gary

-----Original Message-----

From: Elizabeth Bragg [<mailto:liz.bragg@yahoo.com> <<mailto:liz.bragg@yahoo.com>> ]

Sent: Thursday, August 24, 2017 12:29 PM

To: Gustafson CIV Gary G

Subject: [Non-DoD Source] 29 Aug 17 Mtg



Gary,

I did not take my laptop and I am not planning on coming in tomorrow; please forward any information on the subject meeting to my personal email.

Sent from Yahoo Mail for iPhone <  
<https://yho.com/footer0>  
>

**From:** Bragg CIV Elizabeth C  
**To:** Gustafson CIV Gary G; Mason Ctr D'Mond T; Proctor CIV Ronald J  
**Cc:** Abuan MSgt Marvin G  
**Subject:** FW: Contact  
**Date:** Monday, June 12, 2017 9:50:49 AM

---

ALCON,

FYSA; I should have copied everyone at the time. As mentioned in the weekly meetings, the below SA is the agent conducting the investigation RE (b) (6). Once the investigation has been endorsed by CG TRNGCMD, NCIS will need a copy for their investigation, which typically becomes an encl w/in their ROI.

Respectfully,

Elizabeth (Liz) Bragg  
MCIS Paralegal Specialist  
757-492-0391  
Elizabeth.Bragg@usmc.mil

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." - Maya Angelou

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-----Original Message-----

From: (b) (6), (b) (7)(C)  
Sent: Monday, June 12, 2017 9:47 AM  
To: Bragg CIV Elizabeth C  
Subject: RE: Contact

Thank you for the quick response.

-----Original Message-----

From: Bragg CIV Elizabeth C [<mailto:elizabeth.bragg@usmc.mil>]  
Sent: Monday, June 12, 2017 9:42 AM  
To: (b) (6), (b) (7)(C)  
Subject: RE: Contact

SA (b) (6), (b) (7)(C)

The CI is still pending CO MCIS endorsement. The security manager had some follow up questions/tasks; please see the attached for the status as of this morning.

Respectfully,

Elizabeth (Liz) Bragg  
MCIS Paralegal Specialist  
757-492-0391  
Elizabeth.Bragg@usmc.mil

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-----Original Message-----

From: (b) (6), (b) (7)(C)

Sent: Monday, June 12, 2017 8:28 AM

To: Bragg CIV Elizabeth C

Subject: RE: Contact

Hope all is well. I was just checking in to see if the CI was through the review process and I could obtain a copy of the report. Thank you for the assistance.

(b) (6), (b) (7)(C)

-----Original Message-----

From: Bragg, Elizabeth C CIV TECOM, MCIS Legal [<mailto:elizabeth.bragg@usmc.mil>]

Sent: Friday, May 26, 2017 9:13 AM

To: (b) (6), (b) (7)(C)

Cc: Cull, Joseph P Capt CID DMNK; Gustafson, Gary G CTR MARFORCOM, Administration; Mason, D'Mond T SSgt S-1, MCIS Executive Asst

Subject: RE: Contact

(b) (6), (b) (7)(C)

The CI is currently in staff routing for review. MCIS will send you a copy as soon as possible.

Respectfully,

Elizabeth (Liz) Bragg

MCIS Paralegal Specialist

757-492-0391

[Elizabeth.Bragg@usmc.mil](mailto:Elizabeth.Bragg@usmc.mil)

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-----Original Message-----

From: Cull, Joseph P Capt CID DMNK [<mailto:joseph.cull@NMCI-ISF.COM>]

Sent: Thursday, May 25, 2017 10:27 AM

To: (b) (6), (b) (7)(C)

Cc: Bragg CIV Elizabeth C

Subject: Contact

Liz,

Special Agent <sup>(b) (6), (b) (7)(C)</sup> is requesting a copy of the command investigation. Please coordinate with the commander in assist him when you get a chance.

Respectfully,

Major Joseph Cull  
Director, Ground Intelligence Officer Course (GIOG)  
Marine Corps Detachment - Dam Neck  
2088 Regulus Ave  
Va Beach, VA 23461  
Joseph.cull@navy.mil (nopr)  
(b) (6) (sopr)  
(W) 757-492-0248/0408  
(C) (b) (6)

MCIS RESPONSE TO DON-USMC-2018-000267

Info regarding an investigation into lost classified document at Marine Corps Intelligence Schools during the week of 24 August 2017.

24 Aug 2017

MEMORANDUM FOR THE RECORD

From: Ronald J Proctor, Deputy Commander MCIS  
(b) (6)

Subj: ROI DATED 17 JUL 2017

1. Recent legal discussions alleged that a Report of Investigation (ROI) Closed dated 17 Jul 2017 (b) (6) was hand delivered to MCD Dam Neck and was missing. The 17 Jul 2017 ROI is second of two ROIs (dated 21 Jun 2017) involving (b) (6) for a case (control number: 18APR17-NFNF-6041-31MA) handled by NCIS Norfolk SA (b) (6), (b) (7)(C)
2. Throughout the (b) (6) investigation, CWO3 Erlenbusch (MCD DAM NECK Security Manager) was in contact with SA (b) (6), (b) (7)(C) (investigating agent). During late June 2017, NCIS delivered a hardcopy of the 21 June 2017 ROI to CWO3 Erlenbusch. The ROI was provided CO MCD Dam Neck for review OOB 23 June 2017. OOB 28 June the 21 June 2017 ROI was hand delivered to MCIS by MGySgt Hite (MCD DAM NECK SEA). This is the only hardcopy ROI received by MCD DAM NECK and MCIS. This was verified by Maj Rossiter (MCD DAM NECK XO) via phone call with CWO3 Erlenbusch on 24 Aug 2017. I was present during the phone call between Maj Rossiter and CWO3 Erlenbusch. (b) (6), (b) (7)(C)
3. The 17 Jul 2017 ROI was transmitted via SIPRNET Email only by SA to CWO3 Erlenbusch and me. I received the 17 July 2017 ROI via SIPRNET Email on 23 Aug. A hardcopy was printed and is located in the (b) (6) legal folder within the MCIS Legal safe in room A129-4. Per CWO3 Erlenbusch, this ROI was not hand delivered to MCD DAM NECK by NCIS. All ROIs provided by NCIS are accounted for; one hand delivered (dtd 21 June 2017) and the other sent via SIPRNET email (dtd 17 Jul 2017).

  
R. J. PROCTOR



**From:** Proctor CIV Ronald J  
**To:** Bragg CIV Elizabeth C; Rossiter MAJ Kim R  
**Cc:** Gustafson CIV Gary G; Mason Ctr D'Mond T  
**Subject:** RE: Contact  
**Date:** Thursday, August 24, 2017 10:04:49 AM

---

Liz, I got the ROI from SA <sup>(b) (6), (b) (7)(C)</sup> if there are items needed for file (exhibits) let me know.

r/  
Ron

-----Original Message-----

From: Bragg CIV Elizabeth C  
Sent: Thursday, August 24, 2017 9:46 AM  
To: Rossiter MAJ Kim R  
Cc: Gustafson CIV Gary G; Mason Ctr D'Mond T; Proctor CIV Ronald J  
Subject: RE: Contact

XO,

Thank you for the ROI; however, the exhibits were not included. Can you please print the exhibits as well? Thank you.

Respectfully,

Elizabeth (Liz) Bragg  
MCIS Paralegal Specialist  
757-492-0391  
Elizabeth.Bragg@usmc.mil

"Integrity is choosing courage over comfort; choosing what is right over what is fun, fast, or easy; and choosing to practice our values rather than simply professing them."

— Brené Brown, Rising Strong

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-----Original Message-----

From: Bragg CIV Elizabeth C  
Sent: Wednesday, August 23, 2017 3:47 PM  
To: Rossiter Maj Kim R  
Cc: Gustafson CIV Gary G; Mason Ctr D'Mond T; Proctor CIV Ronald J  
Subject: RE: Contact

XO,

Have you been able to locate a hard copy of the below ROI?

Thank you.

Respectfully,

Elizabeth (Liz) Bragg  
MCIS Paralegal Specialist  
757-492-0391  
Elizabeth.Bragg@usmc.mil

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-----Original Message-----

From: Bragg CIV Elizabeth C  
Sent: Monday, August 21, 2017 9:03 AM  
To: Rossiter Maj Kim R  
Cc: Gustafson CIV Gary G; Mason Ctr D'Mond T; Proctor CIV Ronald J  
Subject: FW: Contact

XO,

Per the below, NCIS has provided a "Closed" classified ROI to CWO3 Erlenbush on (b) (6)

Can you please provide a hard copy to be routed for CO MCIS review as this copy is not in the MCIS file?

Thank you.

Respectfully,

Elizabeth (Liz) Bragg  
MCIS Paralegal Specialist  
757-492-0391  
Elizabeth.Bragg@usmc.mil

"I don't know there are any short cuts to doing a good job."

- Former Supreme Court Justice Sandra Day O'Connor

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-----Original Message-----

From: (b) (6), (b) (7)(C)  
Sent: Monday, August 21, 2017 8:14 AM  
To: Bragg CIV Elizabeth C



Subject: RE: Contact

I sent CWO3 Christian J. Erlenbusch the closed investigation. (b) (7)(E)  
(b) (6), (b) (7)(E)

Please let me know what else you need and if you would like a copy of the final report please send me your SIPR email.

(b) (6), (b) (7)(C)

-----Original Message-----

From: Bragg, Elizabeth C CIV TECOM, MCIS Legal [mailto:elizabeth.bragg@usmc.mil]

Sent: Friday, August 18, 2017 11:06 AM

To: (b) (6), (b) (7)(C)

Subject: RE: Contact

SA (b) (6), (b) (7)(C)

I had a couple of quick follow up questions from CO MCIS.

Do you have an updated ROI? In addition, what will happen with PVT (b) (6), (b) (7)(E)  
(b) (7)(E)

Thank you.

Respectfully,

Elizabeth (Liz) Bragg  
MCIS Paralegal Specialist  
757-492-0391  
Elizabeth.Bragg@usmc.mil

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- Former Supreme Court Justice Sandra Day O'Connor

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-----Original Message-----

From: (b) (6), (b) (7)(C)

Sent: Monday, June 12, 2017 9:47 AM

To: Bragg CIV Elizabeth C

Subject: RE: Contact

Thank you for the quick response.

-----Original Message-----

From: Bragg CIV Elizabeth C [mailto:elizabeth.bragg@usmc.mil]

Sent: Monday, June 12, 2017 9:42 AM

To: (b) (6), (b) (7)(C)

Subject: RE: Contact

SA (b) (6), (b) (7)(C)

The CI is still pending CO MCIS endorsement. The security manager had some follow up questions/tasks; please see the attached for the status as of this morning.

Respectfully,

Elizabeth (Liz) Bragg  
MCIS Paralegal Specialist  
757-492-0391  
Elizabeth.Bragg@usmc.mil

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-----Original Message-----

From: (b) (6), (b) (7)(C)  
Sent: Monday, June 12, 2017 8:28 AM  
To: Bragg CIV Elizabeth C  
Subject: RE: Contact

Hope all is well. I was just checking in to see if the CI was through the review process and I could obtain a copy of the report. Thank you for the assistance.

(b) (6), (b) (7)(C)

-----Original Message-----

From: Bragg, Elizabeth C CIV TECOM, MCIS Legal [mailto:elizabeth.bragg@usmc.mil]  
Sent: Friday, May 26, 2017 9:13 AM  
To: (b) (6), (b) (7)(C)  
Cc: Cull, Joseph P Capt CID DMNK; Gustafson, Gary G CTR MARFORCOM, Administration; Mason, D'Mond T SSgt S-1, MCIS Executive Asst  
Subject: RE: Contact

SA (b) (6), (b) (7)(C)

The CI is currently in staff routing for review. MCIS will send you a copy as soon as possible.

Respectfully,

Elizabeth (Liz) Bragg  
MCIS Paralegal Specialist  
757-492-0391  
Elizabeth.Bragg@usmc.mil

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-----Original Message-----

From: Cull, Joseph P Capt CID DMNK [mailto:joseph.cull@NMCI-ISF.COM]

Sent: Thursday, May 25, 2017 10:27 AM

To: (b) (6), (b) (7)(C)

Cc: Bragg CIV Elizabeth C

Subject: Contact

Liz,

Special Agent <sup>(b) (6), (b) (7)(C)</sup>s requesting a copy of the command investigation. Please coordinate with the commander in assist him when you get a chance.

Respectfully,

Major Joseph Cull

Director, Ground Intelligence Officer Course (GIOG)

Marine Corps Detachment - Dam Neck

2088 Regulus Ave

Va Beach, VA 23461

Joseph.cull@navy.mil (nopr)

(b) (6)

(W) 757-492-0248/0408

(C) (b) (6)